

SECRET

DD/S STAFF MEETING

*Meetings
(Minutes)*

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20 October 1970

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chair as Mr. Bannerman was absent this morning for a speaking engagement to the Advanced Intelligence Seminar.

2. Mr. Coffey announced that Mr. Bannerman would leave on his trip to the Far East on Saturday, 24 October 1970, and suggested that appointments which must be arranged with Mr. Bannerman should not be left to the last minute.

3. Mr. Coffey announced that ladies pants suits are regarded as acceptable office attire provided that good taste is exercised.

4. Mr. Coffey called attention to the record of security violations for the month of September 1970 as follows:

Commo	- 1
Finance	- 1
Logistics	- 2
Personnel	- 1
Training	- 1
	<u>6</u>

5. Mr. Coffey stated that some confusion had arisen over the past week-end as to how to get in touch with a Support Office. He called attention to the fact that the rosters of O-DD/S and DD/S duty officers are available through the Security Duty Officer and the CIA Operations Center .

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6. Mr. Coffey noted that comments are received occasionally to the effect that the Directorate is somewhat sluggish in responding to paperwork requirements. He requested the assistance of Office Heads and others at the meeting to insure that such requirements are met promptly. He suggested that particular attention

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be paid in passing along promptly information of relevance in responding to such requirements and hand-carrying of papers. Mr. Wattles observed that delays have occurred at times because questions handled orally have gotten garbled or the right question has not been formulated when particular information is desired.

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7. [] presented a current summary report on the status of the Combined Federal Campaign, PSAS and EAF in the Support Directorate. It was noted that of the 12,000 envelopes passed out over 4,000 have yet to be returned. Mr. Wattles pointed out that last year's final returns were not available until 7 November. Mr. Coffey complimented the Offices of Personnel, Finance and Training for exceeding their targets.

8. Around the Table

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[] drew attention to forthcoming budget hearings with OMB.

Mr. Wattles read a purported letter from a college coed which was greeted with mixed reactions.

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[] announced that the Office of Security is investigating a press leak and reported on a bomb incident in the Federal Records Center.

Dr. Tietjen told of his attendance at the presentation on computers by IBM on 15 October.

Mr. Cunningham discussed reactions to the two-day drug orientation by the BNDD. In the discussion which followed Dr. Tietjen suggested the Agency might in the future wish to run its own orientation on drugs and invite the BNDD representatives to participate.

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[] reminded Office Heads they should have their items of possible interest to the Director on his return submitted to [] by close of business 21 October. He announced that three professionals would be retiring from the Support Directorate this month.

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[] reported that 168 customers had eaten in the new Rendezvous Room on its first day of operation, 19 October. He alerted that the series of moves, known as Plan Zebra, are scheduled as follows:

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20-21 November - OSSD and Physical Security Division, Office of Security, to the []

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27-28 November - The OTR Language School to the 25X1

and 4-5 December - OEL to the 25X1

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Chief, Support Operations Staff/DD/S

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